



STATE OF MICHIGAN
DEPARTMENT OF HUMAN SERVICES
BUREAU OF CHILDREN AND ADULT LICENSING



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Adult Foster Care and Homes for the Aged Background Check Document Compliance Requirements

➤ **For direct access employees conditionally hired on or after 4/1/06:**

- The MDHS-Employment Applicant Consent and Disclosure form or its equivalent is to be completed by all conditional employees that have been given a good faith offer of employment prior to the licensee beginning the criminal background check process.
- The completed MDHS-Employment Applicant Consent and Disclosure form or its equivalent is to become a permanent part of the applicant's employee record.
- Once the MDHS-Employment Applicant Consent and Disclosure form or its equivalent has been completed, the applicant may work conditionally, before receiving notice of findings. This applicant must be fingerprinted within 10 days of being given a good faith offer of employment.
- The Fingerprint Request form is then printed and the conditionally hired employee is scheduled for fingerprinting.
- Copies of the fingerprint receipt, given to the conditional employee at the time of fingerprinting, is the facility's verification of compliance with the law and is to be maintained in the employee's record.
- Finally, the notice of findings, sent via the Michigan Long Term Care Partnership Workforce Background Check website and/or State Analyst, then becomes part of the employee's permanent record.

➤ **For direct access employees employed in an AFC or HFA facility before 4/1/06:**

- The MDHS-Exempt Employee Information and Agreement form or its equivalent must be completed by all employees, who worked in your facility before 04/01/2006.
- The MDHS-Exempt Employee Information and Agreement form or its equivalent is to be made a permanent part of the direct access employee's record.
- Employees who worked in an adult foster care or home for the aged facility before 4/1/06 that have not yet been fingerprinted will not be fingerprinted until further notice.

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